

Appendix A: 2018-2019 – Additional Documents Checklist – AmeriCorps Planning Grant

Required Additional Documents are due via email to servewisconsin@wisconsin.gov or in the Serve Wisconsin office at 1 W. Wilson St., Room B274, Madison, WI 53703, by **4:30 p.m. CT on Tuesday, May 15, 2018.**

Legal Applicant Name:

AmeriCorps Project Name:

Organization's DUNS Number:

Proposal Submission Checklist

- ☐ **AmeriCorps*State Planning Grant Proposal** (maximum of 14 pages) submitted to servewisconsin@wisconsin.gov by 4:30 p.m. CT on May 15, 2018
- ☐ **AmeriCorps*State Planning Grant Budget** (Appendix B)

Additional Documents Checklist

Required Additional Documents due by 4:30 p.m. CT on May 15, 2018:

- ☐ **Appendix A: Additional Documents Checklist** (this form)*
- ☐ **Audit:** A copy of the most recent A-133 audit, your organization's most recent financial audit, or other financial statements if you have not had an audit.
- ☐ **Organizational Chart**
- ☐ **Recognition of Non-Profit/Tax-Exempt Status Letter from IRS** (if applicable)
- ☐ **Federally Approved Indirect Cost Rate Agreement** (if applicable)
- ☐ **Cost Allocation Plan** (if applicable)
- ☐ **Federal Fund match permission** (if applicable)
- ☐ **Delinquency on Federal Debt Explanation** (if applicable)

** Though we expect you to submit this checklist with your additional documents, failure to include the checklist will not disqualify an application.*

Please double-check your additional documents submission to ensure all of the above are included. The contact person(s) listed on the Notification of Intent to Apply will receive an email confirmation within one (1) business day from the RFP Manager when the additional document packet is received by Serve Wisconsin.